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| **Minutes of the Meeting of the**  **Full Governing Body of Barrow CE Primary School** | | |
| **Date:** | Thursday 14th November 2024 at 4.00pm. | |
| **Venue:** | School | |
| **Present:** | Julia Tillotson JT Chair of Governors  Christine Merrick CM Vice Chair of Governors  Paul Hudson PH  Stephen Bell SB  Matt Denton MD  Paul Rossington PT  Clair Prior CP  Sandra Smith SS  Rachael Goodwin RG  Sophie Greensill SG  Julian Osborne JO | Co-opted Governor  Co-opted Governor  Headteacher  Local Authority Governor  Parent Governor  Co-opted Governor  Co-opted Governor  Co-opted Governor  Staff Governor  Parent Governor  Foundation Governor |
| **Apologies:** |  |  |
| **In Attendance:** | Lynne Hughes LH  John Addison JA | Bursar  Clerk to the Governors |

**The meeting met its quorum.**

Decisions, actions and areas of challenge during discussions indicated in bold text.

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| **Agenda item 1** | **WELCOME & APOLOGIES FOR ABSENCE** |
| **Discussion:** | JT welcomed all governors to the meeting. There were no apologies for absence. |

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| **Agenda item 2** | **APPOINTMENT OF CLERK FOR 2023/24** |
| **Resolved:** | **That John Addison, from Second2None School Support Ltd, be appointed as Clerk for the academic year 2024/25.** |

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| **Agenda item 3** | **ANNUAL DECLARATIONS** |
| **Discussion:** | Governors were required to complete and confirm the declaration statements in GovernorHub, in relation to the following: -  • Declaration of pecuniary, personal, educational interests.  • Code of Conduct  • Confirmation of eligibility. |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 4** | **DECLARATION OF ANY OTHER BUSINESS** |
| **Resolved:** | **No additional business was declared.** |

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| **Agenda item 5** | **MINUTES OF THE LAST MEETING OF 20th June 2024** |
| **Resolved:** | **That the minutes of the meeting of 20th June 2024 be approved as an accurate record of the meeting.** |

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| **Agenda item 6** | **MATTERS ARISING / ACTIONS** |
| **Discussion:** | SB advised that he would shortly be undertaking the safeguarding training. In this regard, JT asked all Governors to ensure that their safeguarding training was up to date. |

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| **Agenda item 7** | **GOVERNING BODY MEMBERSHIP** |
| **Discussion:** | **Update on Federation.**  SB advised that progress was being made in respect of the process towards federation and that a summary document would be produced for discussion at the Federation Working Party followed by the Joint Oversight Committee. Outcomes would be subsequently shared with all Governors.  **Terms of Office** All terms of office were current.  **Vacancies** A vacancy existed for a Co-opted Governor.  **Training undertaken / required** JT advised that all training was up to dates |
| **Resolved:** | **That the Governance update be noted.** |

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| **Agenda item 8** | **COMMITTEE STRUCTURE AND MEMBERSHIP** |
| **Discussion:** | Governors discussed the committee structure and membership and approved as follows.   * General Purposes Committee - FGB * Finance Staffing & Premises Committee - CP (Co-Chair), PR (Co-Chair), MD, JT and SS * Curriculum & Safeguarding Committee - JT, (Co-Chair) SS (Co-Chair) CM, SB ,JT and RG * Joint Oversight Committee – PH, JT, CM and RG * Pay Committee (to be drawn from members of the FSP committee as necessary) * Headteachers Performance Management Panel |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 9** | **LINK GOVERNOR & LEAD GOVERNOR ROLES 2024/25** |
| **Discussion:** | The following appointments were made   * Safeguarding – Sandra Smith * SEND – Christine Merrick * EYFS – Christine Merrick * Mental Health and Wellbeing – Julia Tillotson * Pupil Premium and Sports Premium – Matt Denton * Health and Safety and Premises – Stephen Bell |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 10** | **CHAIR’S ACTIONS** |
| **Discussion:** | JT advised of the following actions during Autumn term 2024   * Regular meetings with the Head teacher * Regular meetings with the school bursar and staff and other Governors * Budget meeting * Review documentation including SDP and SEF * Review Policies and draft a new Appraisal Policy * Successfully applied for a grant of £3,000 from the Dr. Robert Oldfield Trust to be used to purchase EYFS equipment * 2 days spent building the new EYFS shed. * Organised an open day – garden clear up * Attended a Governor Surgery |
| **Resolved:** | **That the Chair’s actions be noted and the thanks of the FGB be conveyed to her in obtaining the grant from the Dr. Robert Oldfield Trust.** |

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| **Agenda item 11** | **GOVERNOR SELF EVALUATION AND ACTION PLANNING 2024/25** |
| **Discussion:** | PH advised that he explore the possibility of commissioning an External Review of Governance which could identify areas for Governor development.  In addition, PH advised that the EYFS Ofsted Framework review had been completed and that the school had received a visit from Paul Ross, the Associate School Improvement Advisor on 23rd October 2024. Both reports would be uploaded onto GovernorHub in the appropriate documents file |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 12** | **COMMITTEE REPORTS** |
| **Discussion:** | Governors received the Committee Minutes which had been circulated in advance of the meeting.  **Finance, Staffing and Premises Committee**  Minutes of the meeting held on in October 2024 had been uploaded on Governor Hub prior to the meeting.  **Curriculum and Safeguarding Committee**  Minutes of the meeting of the Curriculum and Safeguarding Committee held on 8th October 2024 had been loaded onto GovernorHub prior to the meeting. |
| **Resolved:** | **That Governors received and noted the minutes from the Committees.** |

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| **Agenda item 13** | **LINK GOVERNOR & LEAD GOVERNOR VISIT REPORTS** |
| **Discussion:** | JT advised that reports of visits would be found in the minutes of the appropriate Committees |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 14** | **FINANCE** |
| **Discussion:** | The financial position of the school had been discussed in detail at the Finance, Staffing and Premises Committee and the minutes had been uploaded onto GovernorHub.  In essence, school was looking at the following carry forward figures for the years indicated  2024/25 - £16,570  2025/26 - £12,485  2026/27 - -£5,777  **PR asked if the figures included the latest pay award and national insurance increases. PH advised that pay was included but national insurance was not. An increase in the amount for SEND had been announced in the recent Budget but the impact locally was not yet known. As always, the financial position of the school would be impacted by fluctuations in pupil numbers.**  PH advised that school had £2,729 DFC monies which must be spent by 31st March 2025, however, there were a number of minor repair issues to be addressed around school |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 15** | **HEADTEACHER’S REPORT** |
| **Discussion:** | PH provided a detailed report under the following headings  Pupil Numbers  Pupils on roll at November 2024: 52 (down from 55 PLASC in October 2024)  Willow class (14): Year 6: 6 Year 5: 8  Oak class (18) Year 4: 12 Year 3: 6  Acorn class (20): Year 2: 9 Year 1: 8 Reception: 3  Staffing/Class Update   * There were currently 3.7FTE teaching which included: 2FT, 2 x 0.6, + Head 0.5 with the additional 0.21 of teaching time being currently budgeted for until August 2025 * Mr Holland had met with Mrs Goodwin to organize the plan for Forest Schools and documents were now on the website. They were meeting on 22nd November to have the Design Technology plan and documents ready for uploading onto the website. * The additional Teaching Assistant to support the EYFS was now in place and budgeted for forthcoming years. * Rachael Goodwin had provided PH with an update on the support school was continuing to offer to children with SEND need across the school.   Safeguarding Reports   * Homophobic, bullying or racial incidents: None to report. * Behaviour: CPOMS – had been used to record any incidents of poor behaviour, or concerns from staff regarding children’s safety. * Two CIN (Child In Need) in place, both led by CHF (Cotton Hall Farm). One TAF in place affecting one family (two children) in school. Led by Head Teacher.   Attendance  Whole school attendance was 94.1% for the 2023/34 academic year with EHCP children having above whole school average attendance. FSM children being slightly below whole school average.  Data – July 2024   * The externally marked Key Stage Two tests for July 2024. (Reading, writing, SPAG and maths) along with the schools’ other data were reported at this terms Curriculum and Safeguarding meeting. * School was using Nfer standardized tests for all other year groups in reading and maths in order to track children’s progress through their time with us.   SEF/SDP   * SEF (School Evaluation Form) had been published on Governor Hub. * SDP (School Development Plan) had been published on Governor Hub. Current priorities were: embedding of the new curriculums which were updated in response to the Ofsted inspection; writing; mental health support and implementation of the ‘My Happy Minds’ scheme; revision of the Forest School and Design technology curriculums in line with the PSCHE; school governance review; EYFS provision. * Both documents have been shared with staff and governors. **Governors received a very informative presentation on the “My Happy Minds” scheme from RG at the end of the meeting.**   Performance Management Update   * All Teachers performance management reviews took place before 31st October 2024. All objectives for the year were met and new ones set. This was natural pay progression on completion of performance management objectives and no capability issues. All salaries have been budgeted for in the financial year 2024-2025. * PH would be meeting with all Support staff before the end of term. * All performance management reviews have included a mental health support section. |
| **Resolved:** | **That the Head Teachers Report be noted.** |

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| **Agenda item 16** | **POLICIES/PROCEDURES FOR REVIEW/APPROVAL** |
| **Discussion:** | Governors were requested to approve/ratify the following policies   * Pay Policy   (FGB recommended to ratify the Pay Policy following consideration by the Finance, Staffing and Premises Committee.)   * Health and Safety Policy * Appraisals Policy * Staff Code of Conduct * Equality Inclusion and Diversity Policy and Action Plan   In respect of the Appraisals Policy SB asked a question around classroom appraisal. RG outlined the process which was followed. **Governors asked a number of questions and raised concerns around some aspects of the Staff Code of Conduct and Handbook.** |
| **Resolved:** | 1. **That the Pay Policy, Health and Safety Policy, Appraisals Policy and Equality Inclusion and Diversity Policy and Action Plan be approved.** 2. **That the Staff Code of Conduct and Handbook be deferred to the next meeting.** |

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| **Agenda item 17** | **SCHOOL WEBSITE COMPLIANCY** |
| **Discussion:** | Governors noted that the school website remained compliant but requested that updates be made around the installation of the electric car charging point and the After School Club |

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| **Agenda item 18** | **GOVERNOR IMPACT** |
| **Discussion:** | In reflecting upon their impact, Governors noted: -   * Ongoing work to support the headteacher and staff by the work of the two committees and seeking to ensure everyone is actively involved. * Ongoing work to secure the long-term sustainability of school * Ongoing work to stabilise the school’s financial position and that numbers on school roll are sustained. |
| **Resolved:** | **That the matters be noted.** |

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| **Agenda item 19** | **DATES OF NEXT MEETING** |
| **Resolved:** | Spring Term – Thursday 13th March 2025 at 4.30pm at school  Summer Term –Thursday 19th June 2025 at 4.30pm at school |

**Meeting finished at 5:25pm.**